



## VENUE HIRE

**A perfect venue for any event in the heart of Sydney.**

**The natural beauty, architecture and elegance of the Chinese Garden of Friendship at Darling Harbour can provide a unique backdrop for any event.**

Sheltered pavilions, graceful bridges, reflective pools and enchanting landscapes create the perfect setting for wedding ceremonies, birthday parties, cultural activations and many other events in the heart of the city.

The Chinese Garden pavilions can be hired exclusively during the day between 10am and 5pm.

For more information or to make a venue hire booking, contact the Chinese Garden front office on 02 9240 8888 or email [functions@property.nsw.gov.au](mailto:functions@property.nsw.gov.au).

For information regarding catering, contact One Dining on 02 97587388 or email [info@onedining.com.au](mailto:info@onedining.com.au)

## Venue hire locations

Pavilion / Venue		Maximum capacity* standing	Maximum capacity seated
	Peace Boat Pavilion (Map Reference L6)	30	12
	Water Pavilion (Map Reference G9)	50	48
	Hall of Longevity (Map Reference J10)	100	48

\*Maximum capacity includes total attendees

## Venue hire charges

	Pavilion/ Venue	Commercial Fee** (Individuals, organisations, commercial businesses)	Community Fee** (Not for profit organisations, charities)	Required deposit <sup>^</sup>
Daytime Hire (10am – 5pm) Minimum 3 hour hire applies*	Peace Boat Pavilion	\$780– up to 30 people	\$585	\$280
	Water Pavilion	\$980– up to 50 people	\$735	
	Hall of Longevity Pavilion	\$1,280 – up to 100 people	\$960	
Exclusive evening hire (5.30pm–midnight)	Chinese Garden lower section only	\$6,000	\$4,500	\$1,500
Per additional hour (outside operating hours)	Chinese Garden	\$1,200	\$900	

\* Extra venue hire hours maybe available for an additional fee

\*\* All rates include GST. Rates are current at the time of print. Rate changes may take place without notice.

<sup>^</sup> A non-refundable holding deposit secures the current rate for 12 months. Final balance payable 14 days to the date of booking. Exclusive daytime or extended access to the Chinese Garden that requires closure to the public is by negotiation; additional charges will apply.

## Inclusions

Pavilion / Venue		Small square tables	Chairs
	Peace Boat Pavilion	1	12
	Water Pavilion	1	48
	Hall of Longevity	1	48

The furniture provided in the venues is available free of charge for use by the client.

# Chinese Garden map

The Chinese Garden offers three different pavilions which can comfortably accommodate up to 100 attendees.



## Venue / Reference

Peace Boat Pavilion (Map Reference L6)

Water Pavilion (Map Reference G9)

Hall of Longevity (Map Reference J10)

# Venue hire booking form

Contact name:	Telephone: (during business hours)
Email:	Mobile:
Postal Address:	
Please tell us how you prefer us to communicate with you: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Organisation's name:	Event's name:
Date(s) preferred:	Number of attendees:
Start time:	Finish time:
Pavilion preferred:	Other details:
How did you find out about the Chinese Garden as a function venue? <input type="checkbox"/> Word of mouth <input type="checkbox"/> Brochure <input type="checkbox"/> Website <input type="checkbox"/> Advertisement (please specify) <input type="checkbox"/> Other (please specify): _____	
<input type="checkbox"/> Please tick if you would like to receive information about upcoming events at the Chinese Garden	
Please read the indemnity clause and the terms and conditions at the back of this pack and sign below to acknowledge your acceptance. I/we agree to indemnify Place Management NSW and/or its manager from and against all actions, claims and demands by (a) person(s) (whether (an) invitee(s) or otherwise) who suffer(s) or sustain(s) any loss, damage or injury arising out of, or as a result of, or in the course of the use of any land, premises or chattels in a manner for which it would be liable at law, which land, premises or chattels are owned or occupied or controlled by Place Management NSW. Personal details will be kept confidential and will not be passed on to a third party without your consent.	
<input type="checkbox"/> I have read and agree to the terms and conditions.	
Signature:	Date:

For official Use Only		Event number		
Approved by:	Due date:	Paid by date:	Amount Received:	
Total:				
Deposit:	/ /	/ /		
Final Payment:	/ /	/ /		

# Terms and conditions – Venue hire

The Chinese Garden of Friendship is located in the heart of the city, just minutes from Sydney's CBD and Darling Harbour. Its uniqueness and sensitivity demand increased awareness inside the garden, particularly regarding our visitors, uneven surfaces and water, and outside the garden regarding vehicle access. We ask for your care and consideration and specifically request that this information be relayed to your guests and contractors.

## Booking conditions

Please complete the application form and forward it to the Chinese Garden front office. Booking will not be confirmed until a holding non-refundable deposit is paid. You will be notified of approval within 14 days.

## Venue hire charges

Final payment is required fourteen (14) days prior to the date of the event. If payment is not received, the booking may be cancelled, and the deposit withheld. The schedule of fees takes into account direct and indirect costs associated with the hire, these fees being dependent on the types of activities. A bond may be required as security against possible damages. Venue hire charges may be subject to change without notice.

## Cancellation conditions

All cancellations must be in writing.

If a booking is cancelled, the following will apply to final payment:

- 14 days prior: full refund less a holding non-refundable deposit
- Less than 14 days prior: no refund.

## Hours for hire

Venue hire of pavilions is for three hours only between 10am and 5pm; last booking 2pm. The pavilions may be hired for additional hours, additional charges will apply.

## General conditions

- Permission is required for proposed entertainment options, including music, or decorative enhancements.
- Colonnades and pathways must be minimally disrupted
- Any damage resulting from an approved booking shall be recompensed by the applicant. All direct cost incurred by the Chinese Garden in relation to the event must be covered by the applicant.
- The erection of temporary structures, including marquees, requires specific approval
- Garden management must be advised if any aspect of your booking changes from the way it is described on your application.
- The hirer shall not cause any display of images, words, acts or other material of a crude, offensive nature that is likely to embarrass or distress or in any way injure the reputation of Place Management NSW, its employees, or any member of the public.
- The hirer is not permitted to utilise the Chinese Garden in a way that is considered political in nature and not in the spirit of Chinese and Australian friendship.
- Exclusive use of the Chinese Garden is not available during the day. As a site hirer, the organiser should be aware that other activities may be occurring or in place during your period of use.
- Failure to comply with conditions may result in additional fees and/or bond withheld.
- Chinese Garden management reserves the right to reject any application as non-conforming if the proposed use doesn't conform with the current policy or if use threatens the amenities of the garden or other events.

- Chinese Garden management and its authorised officers have the right to remove any person exhibiting antisocial behaviour, i.e. anyone causing annoyance, nuisance or injury to another person or the community.
- No smoking of any substances is permitted in the garden or in its pavilions.

## Vehicle movement

- The Chinese Garden forecourt is a pedestrian precinct; no general vehicles are permitted at any time
- Paid parking is available nearby

## Cleaning

The applicant is responsible for cleaning the surrounding areas and removing all rubbish to the satisfaction of Chinese Garden management.

## Prohibited

- The use of rice, rose petals and confetti
- Bringing food and beverages into the garden
- Walking on the garden beds
- Touching the water features and pond
- Bringing pets or other animals into the garden (Assistance Dogs excepted)
- The use of candles and other naked flames
- Volume above LAmax 70B(A) and LCmax 90dB(C) on Friday and Saturday and LAmax 65 dB(A) and LCmax 85dB(C) from Sunday to Thursday. Music must cease no later than 10:30pm.
- Decorations in water features (ponds and waterfalls)
- Adjusting the lighting and water features of the garden
- Smoking or e-cigarettes of any substances
- Littering
- Dangerous goods e.g., knives, weapons, scissors, and chains
- Drones, fireworks, flares, lasers, and laser pointers
- Illegal substances or illicit substances
- Bicycles, skateboards, or skates

## Risk management and safety

- All contractors must have work health safety induction training and have completed safe work method statements as required by the Work Health and Safety Act, 2011.
- Contractors' work practices must not cause hazards or endanger visitors or staff. The work site must be safe, with appropriate safety barricades, guards, and signage in place where necessary.
- All incidents including injury, property damage or loss and near misses must be investigated, documented, and reported to management immediately.
- All machinery used within the Chinese Garden must be in safe working condition with appropriate safety devices fitted and all machinery must conform to appropriate WorkCover legislation.
- For safety information at The Chinese Garden and for General Conditions of Entry, please visit [darlingharbour.com](http://darlingharbour.com)

## For more information:

**T (02) 9240 8888**

**E [functions@property.nsw.gov.au](mailto:functions@property.nsw.gov.au)  
[darlingharbour.com](http://darlingharbour.com)**